

Employee Onboarding Checklist for Office Managers

Get your new employee set up for success with this onboarding checklist



This is not intended to be a comprehensive list and does not cover all employer obligations or legal advice

Introduction

Employee onboarding is the process of integrating new employees into the workplace and helping them become productive members of the team. By following a checklist of tasks, office managers can ensure that new employees have a smooth and successful onboarding experience. In this guide, we'll provide a checklist of tasks that need to be completed to onboard new employees in the office.

Before the First Day

- Send the employee an email welcoming them to the team, and provide them with information about their first day, including the start time, location, and dress code.
- Send the employee any necessary paperwork, such as an employment agreement and tax forms, and ask them to complete these before their first day.
- Set up the employee's workstation, including their computer, phone, and any necessary software or tools.

On the First Day

- Greet the employee and give them a tour of the office, introducing them to their colleagues and showing them where key facilities such as the kitchen and bathroom are located.
- Provide the employee with a copy of the office handbook or employee manual, and go over any key policies or procedures.
- Set up a meeting with the employee's manager or supervisor, to go over their job responsibilities and goals.
- Provide the employee with any necessary training or orientation, such as safety training or an introduction to the company's products or services.

During the First Week

- Check in with the employee regularly to ensure they have everything they need to do their job effectively.
- Set up any necessary meetings with other team members or stakeholders, to help the employee get up to speed on their role and responsibilities.
- Provide the employee with any necessary resources, such as a company phone or access to shared files or folders.
- Set up a follow-up meeting with the employee's manager or supervisor, to assess how their onboarding is going and to address any issues or concerns.

Conclusion

By following a checklist of tasks, office managers can ensure that new employees have a successful onboarding experience. Remember to set up the employee's workstation before their first day, provide them with necessary training and resources, and check in with them regularly during their first week. By doing so, you can help new employees become productive members of the team and set them up for long-term success.

If you want an easy to use and more in-depth version of this checklist check out this onboarding Trello board!

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